

POSITION DESCRIPTION  
Butler County Common Pleas Court  
Probate Division

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| JOB TITLE: | DEPUTY CLERK I |
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| <b>FLSA STATUS</b>       | Non-exempt   | <b>REPORTS TO</b>    | Court Administration |
| <b>EMPLOYMENT STATUS</b> | Full-time    | <b>WORK SCHEDULE</b> | 8:30 am – 4:30 pm    |
| <b>CLASSIFICATION</b>    | Unclassified | <b>DEPARTMENT</b>    | Court Services       |
| <b>SALARY</b>            | Negotiable   |                      |                      |

**Butler County Probate Court Mission**

The Butler County Probate Court's mission is to serve the citizens, legal community and each other with loyalty and respect by protecting the personal and/or financial interests of those who are developmentally disabled, incompetent, mentally ill, or minors; overseeing the transfer of wealth and the administration of estates so that legal effect is given to the wishes of the deceased; properly maintaining and preserving court records for public access and issuing marriage licenses; adjudicating cases and controversies so that justice is administered with neutrality and impartiality, and disputes are resolved as efficiently as possible while maintaining confidentiality when required so that public confidence in the Judicial System is promoted.

**Nature of Work in this Class**

A Deputy Clerk is a clerical position in the court clerk's office with primary responsibility for preparing and maintaining court records for all matters heard in Probate Court. This position involves a high volume of interaction with the public on the phone and in person, data entry, and general clerical duties. This position requires independent judgment in verifying the accuracy of the information being processed and the ability to use multiple computer applications. A Deputy Clerk serves at the pleasure of the Probate Judge.

**Essential Functions**

**To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act in accordance with its requirements.**

- Provide exceptional customer service by assisting the public and attorneys, including but not limited to, researching of previously filed cases, reviewing documents presented within 24 hours, ensuring that all required documents are received, documents are completed in their entirety and are properly signed, determining and collecting any costs or fees required, and receipting and posting collected monies. Process incoming mail including reviewing documents received, verifying appropriate fees are included, and preparing the case file. Check and respond to court's voice mail.
- Maintain accurate records of all case files. Preparing file folders and inserting documents into the case files in the appropriate order. Scan documents into court case management system.
- Prepare files for court hearings ensuring that files are complete, accurate, and in the appropriate order.
- Docket and track appropriate information in the court's case management system in an accurate and timely manner.
- Prepare and issue reminder notices, delinquency notices, citation notices as well reviewing accounts, entries, and any other necessary legal documents.

- Schedule hearings and issue proper notice on case matters. Follow-up on files that are pending due to miscellaneous issues.
- Issue Marriage Licenses.
- Maintain and preserve all records of the court.
- Maintain strict confidentiality in all areas.

### **Other Duties and Responsibilities**

- Special projects and related work as assigned by the Judge, Court Administrator, or Magistrates.

### **Positions Supervised**

None

### **Equipment Operated, Knowledge, Skills and Abilities**

- Value and appreciate the public
- Prepare work neatly and precisely
- Type and operate standard office equipment, i.e., copiers, fax, etc.
- Work with minimal supervision after a training period
- Maintain harmonious working relationships with the public and employees
- Converse with individuals in person or on the telephone
- Multi-task and function in a stressful, fast-paced environment
- Ability to work with frequent interruptions
- Prioritize work assignments and manage time effectively
- Research, gather information, and maintain records with accuracy
- Communicate effectively, both orally and in writing
- Basic knowledge of legal terminology, the Ohio Revised Code, Administrative Rules, Civil Rules, Rules of Superintendence, and Butler County Probate Court Local Rules
- Knowledge of Court and County policies and procedures including court security procedures
- Hearing ability sufficient to hold conversation with other individuals both in person and by telephone
- Visual ability sufficient to effectively operate equipment such as copier, computer, printer and to read and write reports, correspondence and instructions
- Speaking ability sufficient to communicate effectively with other individuals in person and by telephone
- Physical dexterity sufficient to effectively type using keyboard, operate equipment, and handle files and corresponding papers
- Familiarity of computer and computer programs, including but not limited to, Microsoft Windows and other Microsoft programs including Microsoft Word

### **Position Responsibility**

Some discretionary decision-making is encouraged and permitted. Responsible for maintaining and preserving court records which requires a moderate degree of decision making and has impact on public and outside agencies. Work with confidential and public records.

### **Relationship with others**

Have a good rapport with coworkers, public and private-sector employees, court and law enforcement personnel, legal representatives, and the public. The purpose of these contacts is to provide administrative support for the court and answer questions for clients and/or co-workers.

## **Working Conditions**

- General office duty with no adverse exposure to environmental conditions
- Exposed to general office chemicals and air contaminants; works in or around crowds, has contact with potentially violent or emotionally distraught persons, has exposure to threatening situations

## **Physical Demands**

The following physical demands are typically exhibited by employees performing essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform essential duties because of an ADA disability.

- Vision demands include normal vision requirements including viewing computer screen requiring close focus
- Ability to access shelving 60 inches high
- Ability to lift 20 pounds
- Ability to sit, stand, stoop, crouch, reach and grasp for significant amount of time
- Ability to keyboard at a computer terminal for long periods of time

## **Qualifications**

Requires a High School diploma or equivalent; the ability to read, write, use basic mathematics, and collect and record money transactions; computer skills sufficient to navigate through multiple programs. At least one year of clerical and data entry experience is preferred.

## **Licensure or Certification Requirements**

None

May require submission to a criminal history background check and drug testing for employment. The selected candidate must successfully complete a probationary period.

Posting Period: Until filled.

Applicants: Resumes may be submitted in writing through regular mail or email. Resumes can be sent to Maria L. McBride, Court Admin./Sr. Magistrate at [maria.mcbride@bcOhio.gov](mailto:maria.mcbride@bcOhio.gov) or:

Butler County Probate Court  
Attn: Maria L. McBride,  
Court Admin./Sr. Magistrate  
101 High Street, 2<sup>nd</sup> Floor  
Hamilton, Ohio 45011

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

The provisions of this job description do not constitute a contract, expressed or implied, and any provision contained in this description may be modified or revoked without notice.

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